

EDITED TASK LISTING

CLASS: PAROLE SERVICE ASSOCIATE

NOTE: Each position within this classification may perform some or all of these tasks.

1.	Supervise parolee/releasee caseload (e.g., provides counseling, support and service referrals, verify residence and employment, etc.) to monitor compliance of the conditions of parole and adjustment within the community by utilizing home visits, anti-narcotics testing (ANT), collateral contacts, etc. under the direction of a Parole Agent III.
2.	Complete the Risk/Needs Assessment, establish and complete the conditions/special conditions of parole, develop a parole plan by assessing the parolees/releasees proposed residence and employment, residential pattern, financial or lack of financial resources, disability issues/concerns by reviewing all the case factors in the pre-parole file under the direction of a Parole Agent III.
3.	Responsible for tracking pre-parole, active, revoked, at-large, and discharged cases to maintain an accurate caseload roster by utilizing BPT actions, new case assignments, discharge review list, etc. under the direction of a Parole Agent III.
4.	Conducts home/field visits at the parolee's/releasee's residence to confirm address of record for compliance with the conditions of parole by utilizing a state vehicle under the direction of a Parole Agent III.
5.	Conducts employment verifications at the parolee's/releasee's reported employment to confirm employment by utilizing a state vehicle under the direction of a Parole Agent III.
6.	Complete referrals/follow-ups to community resources (e.g., housing, employment, mental health, medical needs, clothing, food, emergency housing, child care, parenting class, batterers counseling/programs, community base, etc.) for parolees/releasees to promote their positive adjustment in the community via community resources (e.g., social services, mental health agencies, food/clothing banks, etc.) under the direction of a Parole Agent III.

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7.	Conduct face to face initial interview with the parolee/releasee to secure updated information to facilitate supervision (e.g. review initial interview form with parolee, determine registration requirements, instruct parolee to complete any registration requirement within time frame, secure current photographs, document information regarding residence, others living in the residence, other parolees or probationers residing with or in a relationship with the parolee, employment, next of kin, family, children, associates, animals, vehicle information, medical needs, vocational needs, verify and document physical descriptors, scars, marks and tattoos, review and explain conditions of parole and any special conditions of parole, review and explain PC 667.5/1192.7/gang restrictions, obtain urinalysis, have parolee/releasee sign conditions of parole, provide the parolee/releasee a copy of the conditions of parole, ensure others present at initial interview comprehend the parameter of parole supervision, ensure mandated referrals have been completed, update parolee/releasee information in data bases, secure fingerprints if case factors dictate (e.g., Interstate/Paper Commitments), etc.) under the direction of a Parole Agent III.
8.	Maintain public safety and support parolee re-integration by conducting investigations of parole violations/criminal behavior (conference allegation with the supervisor) to determine course of action, secure violation documentation (e.g., arrest reports), secure physical evidence (e.g., weapons, photos of victim, paraphernalia, urine test results, etc.), interview alleged victims, witnesses, law enforcement and parolee and track all information pertaining to the arrest (e.g., name of parolee, date of arrest, arresting agency, next court date, disposition, etc.) under the direction of a Parole Agent III.
9.	Prepare all caseload reports (e.g., parole plans for specialized cases, activity report, Board of Prison Terms (BPT) violation report, Discharge Review, reports, Parolee-at-Large (PAL) reports, Miscellaneous Decisions, use of force reports, threaten staff reports, etc.) to document both compliance and violations of parole by using case factor information as required by Parole and Community Services Division (P&CSD) policy.
10.	Represents the department as a witness at violation hearings and testifies in court regarding parolee/releasee parole violations or criminal behavior to bring forth evidence of alleged charges by verifying parolee character, parole adjustment and/or criminal history using violation report and/or verbal testimony at the direction of a Parole Agent III.

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11.	Perform parolee/releasee supervision by developing and maintaining information of the parolee's/releasee's family members, associates, personal relationships, interview the same, establish and maintain contact with support/law enforcement agencies (i.e., all the factors the agent needs to know to supervise their parolee), document the physical layout of the parolee/releasee residence, collect and disseminate intelligence, maintain and document a current facesheet and a Record of Supervision (ROS) on each assigned parolee (field book), interacts with parolee's associates and family, monitor compliance of the conditions of parole and adjustment within the community by utilizing home visits, anti-narcotic testing (ANT), collateral contacts, respond to inquires/correspondence regarding their assigned cases, etc., under the direction of a Parole Agent III.
12.	Perform Officer of the Day duties when the parolee/releasee reports to the office which includes conducting initial interviews (see #7), ANT, update parole LEADS information, handle emergencies, field all phone calls, etc. to assist the Parole Agent III in the absence of the agent of record using office face to face contacts at the direction of the Parole Agent III.
13.	Review case factors and parole conditions on assigned parolee/releasee cases to determine if they still apply through case review under the direction of the Parole Agent III.
14.	Reviews parole conditions with employers as necessary to provide information on related offenses or prior criminal history to maintain public safety using information from the probation officer's report and/or the Criminal Investigation and Information Report under the direction of the Parole Agent III.
15.	Participate in the administration, investigation and supervision of specialized caseloads and special assignments (e.g., High Control (HC) PAL Recovery, Police and Corrections Teams (PACT), etc.) to provide support to the assigned parole agents and enhance public safety by monitoring, coordinating and tracking PACT participation, liaison with social service/law enforcement agencies, attend related meetings, etc., under the direction of a Parole Agent III.
16.	Facilitates effective communication when responding to others by being knowledgeable and sensitive to meet the needs of the parolee, public safety and the mission of the P&CSD under the direction of the Parole Agent III.
17.	Periodic transportation of parolee or family members (e.g., employment interviews, hearings, etc.) to assist the individual with re-integration utilizing a state vehicle under the direction of a Parole Agent III.

Bold Text-indicates not on Classifications Spec.

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18.	Participate in training to further develop skills and knowledge necessary to compete in the Parole Agent I examination utilizing all resources available under the direction of a Parole Agent III.
19.	Provide supervision to parolees assigned to Interstate Unit by tracking pre-parole, active, revoked, at-large, and discharged cases by maintaining an accurate caseload roster utilizing BPT actions, new case assignments, discharge review list, respond to inquires/correspondences, etc., under the direction of a Parole Agent III.
20.	When assigned to Revocation Unit, provide due process to parolees pending revocation proceedings, by servicing and explaining to the parolee the revocation packet, coordinating, scheduling and attending revocation hearings to comply with mandated timeframes by utilizing Revocation Scheduling and Tracking System under the direction of a Parole Agent III.
21.	When assigned to the Re-entry Unit, review all pre-parole cases assigned to a particular region to determine parole unit assignment, track, monitor and investigate deportation cases by maintaining an accurate caseload roster utilizing BPT actions, new case assignments, discharge review list, respond to inquires/correspondences, etc., under the direction of a Parole Agent III.